

## Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, May 23, 2018 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Eugene Wurtz, Mary Reak, Shirley Kitchen

Absent: Becky Glewen

Also Present: Donna Braun, Executive Director and Jamie Rhodes, Housing Supervisor

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Eugene Wurtz to approve the agenda. The motion was seconded by Mary Reak. Motion carried.

Election of Officers - The Chairman, Glenn Stousland, turned the meeting over to the Vice Chair Shirley Kitchen. A nomination was made by Eugene Wurtz to elect Glenn Stousland Chairman. The motion was seconded by Mary Reak. There were no further nominations. A motion was made by Eugene Wurtz to close the nominations. The motion was seconded by Mary Reak. Glenn Stousland was elected Chairman by unanimous ballot. Motion carried.

The meeting was returned to Chairman, Glenn Stousland. A nomination was made by Mary Reak to elect Shirley Kitchen Vice Chairperson. The motion was seconded by Eugene Wurtz. There were no further nominations. A motion was made by Mary Reak to close the nominations. The motion was seconded Eugene Wurtz. Shirley Kitchen was elected Vice Chairperson by unanimous ballot. Motion carried.

Oath of Office was read and signed by board members Stousland, Kitchen, Wurtz and Reak.

Board discussed meeting date and time which will remain the fourth Wednesday of every month at 8:30 am.

Board discussed distribution of agenda and packets to remain being mailed to their address.

Motion was made by Shirley Kitchen and seconded by Eugene Wurtz to dispense the reading of the April 25, 2018 minutes and approve them as presented. Motion carried.

Public Forum- none

Communications-none

The Financial reports were reviewed. A motion was made by Mary Reak and seconded by Shirley Kitchen to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. The Board reviewed HA bills # 6220 and 6234. Motion was made Shirley Kitchen and seconded by Mary Reak to approve the bills and pay as due. Motion carried.

Unfinished Business:

Dodge 1, 6 and OGLLC Occupancy Report for period May 2018.

Theresa	12-11	Burnett	12-12	Iron Ridge	8-7	Waupun	48-46
Ashippun	12-12	Lowell	12-10	Juneau	15-14	Oak Gove	24-24
Reeseville	14-14	Hustisford	14-13	Beaver Dam	17-17		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 130 + 2 port out

Occupancy report- Reviewed details of occupancy report.

Maintenance report- IR apartment remodel finished except carpet. Will be filled with a tenant transfer. Regular maintenance. Bob will take care of lawncare in Horicon this season.

Tenant/Program participation report- HUD pulled 176 applications from the waiting list including 13 VL Met with 45 people. Issued 10 vouchers. Will continue to pull and issue to spend funds. Meeting with applicants and processing certification.

Management- RD authorized the 3/31/2017 asset management fee. Donna is working on year-end reports for D1, D6. HUD and HA. Unaudited A133 submission is due by 5/31. D1 and D6 reports are due to Rural Development by 6/30. Reported to staff on Focus on Women and Senior Expo events. Staff level back up. Gathering information for soils testing company.

Old Business: None

New Business:

- A. A motion was made by Mary Reak to approve the Use of Company Vehicle Policy as presented. The motion was seconded Shirley Kitchen. Motion carried.
- B. A motion was made by Shirley Kitchen to approve the 3/31/18 HUD year end as presented. The motion was seconded Shirley Kitchen. Motion carried.
- C. D6 3/31/2018- year end was tabled.

Announcements:

The next meeting of the Dodge County Housing Authority is scheduled June 27, 2018 at 8:30a.m.

A motion was made by Eugene Wurtz to adjourn. The motion was seconded by Mary Reak. Motion carried.

Meeting adjourned at 9:45 a.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director

# DODGE COUNTY HOUSING AUTHORITY

491 East Center Street

Juneau, WI 53039

Office 920-386-2866

Fax Number 920-386-2725

## OCCUPANCY REPORT---Rural Development

May 1, 2018

Move-Outs/Move Ins

June 1, 2018

### Dodge 1

Theresa 12-11  
Ashippun 12-12  
Reeseville 14-14  
Burnett 12-12  
Hustisford 14-13  
Lowell 12-10  
Iron Ridge 8-7  
Juneau 15-14  
Beaver Dam 17-17  
Total Vacancies 116 -110  
Percent Vacancy 5.2%

1 M/O  
  
1 Transfer  
1 M/O  
1 M/I  
2 M/I  
  
1 M/I  
1 M/O

Theresa 12-10  
Ashippun 12-12  
Reeseville 14-13  
Burnett 12-11  
Hustisford 14-14  
Lowell 12-12  
Iron Ridge 8-7  
Juneau 15-15  
Beaver Dam 17-16  
Total Vacancies 116 - 110  
Percent Vacancy 5.2% YTD 5.17%

### Dodge 6

Waupun 48- 46  
Total Vacancies 48-2  
Percent Vacancy 4.2%

Waupun 48-46  
Total Vacancies 48 - 2  
Percent Vacancy 4.2% YTD 3.59%

### Dodge 8/OGLLC

Oak Grove 24 -24  
Percent Vacancy 0%

2 M/O

Oak Grove 24-22  
Percent Vacancy 8.3% YTD 0%

All Units 188 /180 4.3%

All Units 188/180 1.89%

## HUD HOUSING CHOICE VOUCHER PROGRAM

May 1, 2018

Total program participants paid by Dodge County 130 + 2 port out = 132 total

June 1, 2018

Less 0 household removed  
Less 1 households voluntarily off  
Less 2 port out absorbed  
Less 2 voucher searching  
Added 0 Port In absorbed  
Added 2 New  
Added 0 voucher searching back on program  
Program Participants in Dodge County 129  
Paying for port out 0  
Total program participants we are paying for 129  
Current program participants searching 0  
Current Vouchers Issued 0  
Waiting List / with local preference, and not very low 2736/2823

Prepared – June 21, 2018